

# SMITH COUNTY SHERIFF'S OFFICE

**LARRY R. SMITH**  
**SHERIFF**



## Is now accepting applications for the position of **DETENTION OFFICER**

**JOB POSTING:** Full Time, open until filled

**SALARY:** \$14.12 Hourly with benefits / \$29,363 Year

### **JOB DESCRIPTION:**

Guard inmates in detention institution in accordance with established policies, regulations and procedures. Observe conduct and behavior of inmates to prevent disturbances and escapes. Inspect locks, windows, bars, grills, doors, and gates for tampering. Search inmate cells for contraband articles. Guard and direct inmates during work assignment. Patrol assigned area for evidence of forbidden activities, infraction of rules and unsatisfactory attitudes or adjustment of prisoners. Prepare and submit reports and observations to a supervisor. Detention Officer may be required to physically restrain inmates in order to maintain discipline among other inmates when necessary. Escort inmates to and from visiting room, medical office, educational and religious services. Guard entrance to jail to screen visitors. Prepare written reports concerning incidents of inmate disturbances or injuries. Guard inmates in transit between jail and courtroom, and jail and prison, or other points while traveling in automobile or public transportation. Deliver meals, books, mail and property to inmates. Aids medical staff in the dispensing of medications. Has to demonstrate the ability to climb stairs while responding to a fire alarm. Ability to lift a minimum of 40 lbs., harness and function with a Scott Air-Pack. Ability to work in standing position for extended periods of time.

### **HIRING PROCESS:**

The initial hiring process involves applying online. The link is posted at the end of this section. The submission of your application to Smith County does not guarantee an interview. Your online application will be evaluated and our Recruiting Officer will contact you by email if you meet the basic requirements to qualify for licensure as a Detention Officer in Texas:

- Citizen of the United States of America.
- Earned a high school diploma or a GED.
- Have never been convicted, pled guilty, nor have been on court-ordered community service/probation or deferred adjudication for a Class A misdemeanor or a felony.
- During the last 10 years, have not been convicted, pled guilty, been on community service/probation or deferred adjudication for a Class B misdemeanor in this state, other state, or while serving in the military.
- Have never had a military court martial that resulted in a dishonorable or bad conduct discharge.
- Must possess a valid Texas Drivers License at the time of hiring for the position.

Our hiring process includes the following steps: Criminal History Review, Pre-Employment Packet Review, Assessment Testing, Polygraph Examination, Jail Tour, Oral Interview Board, Review of Personal History, Statement and Documents, Physical Examination, Drug Screen, Psychological Examination and Background Investigation. <https://www.smith-county.com/Government/Departments/Personnel/careers.aspx>

The Smith County Sheriff's Office appreciates your interest and would like to pass along some information about our agency. Some of the benefits offered to employees by Smith County are paid life, accidental death and dismemberment, medical and dental insurance, a retirement system, paid holidays, sick leave and vacation (accrued at the rate of one day per month and is available to you after the six month probation period has been successfully completed).

All Detention Officers will be provided with a uniform.

Hours/Shifts: This agency operates on a twenty-four hour basis. If you are hired, you must be able to work any shift (7 a.m. to 3 p.m., 3 p.m. to 11 p.m., or 11 p.m. to 7 a.m.) with two consecutive days off during the week.

Required Testing: Applicants who are placed on the eligibility list must pass all required tests and examinations prior to being employed. Detention Officers must pass a Texas Commission on Law Enforcement test to be certified before completion of one year of employment, or termination will occur.

**EQUAL OPPORTUNITY EMPLOYER**